

## **HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE**

**HR COMMITTEE MEMBERS PRESENT: Marsik, Frohling, Greshay, Duchac and Schmidt**

**MEMBER EXCUSED:** None

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, April 18, 2017 at 11:00 a.m. in meeting room 4C, located on the fourth floor of the Administration Building.

**ALSO PRESENT: Jim Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Angi Zilliox, Human Resources Specialist; Joyce Fiacco, Land Resources and Parks Director; Jim Wiersma, Senior Social Worker; Ed Zagorski, Watertown Daily Times Reporter.**

**Meeting called to order by Marsik at 11:00 a.m.**

Roll call was taken. All members present.

Hinze verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Frohling. Motion carried.

Marsik asked if anyone present had any public comments. None

Motion by Schmidt to approve the regular session minutes of the April 4, 2017 meeting of the Human Resources and Labor Negotiations Committee. Second by Duchac. Motion carried.

Fiacco explained that a retirement in Land Resources and Parks presented an opportunity to review and assess the needs of the department. Fiacco presented a recommendation to eliminate both the Manager – Planning and Economic Development and a Senior Planner position in order to create a new position, Planning and Economic Development Administrator, as well as reestablish a vacant Land Use/Sanitarian Specialist position. Fiacco noted that there will be an overall cost savings with flexibility in start dates for these changes and new hires. Fiacco explained that two (2) separate resolutions will be submitted to the County Board at the May meeting. Hinze indicated that a Job Description Questionnaire (JDQ) and job description for the Planning and Economic Development Administrator were completed and sent to Carlson Dettmann for consideration resulting in the recommendation of placement on the Dodge County Labor Structure at Grade Ten (10).

Motion by Duchac to approve placement of the Planning and Economic Development Administrator position into the Dodge County Labor Grade Structure at Grade Ten (10). Second by Frohling. Motion carried.

Hinze presented a request for sick leave donation for a Physical Facilities employee who has been absent due to medical reasons since February 7, 2017. Hinze explained that the employee is using all available time off first.

Motion by Greshay to approve the request for sick leave donations under the current guidelines and by doing so does not establish a practice or precedent. Second by Schmidt. Motion carried.

Mindemann presented a medical of absence for consideration for an employee in the Physical Facilities Department who exhausted available 2017 Federal and State Family and Medical Leave and requested a leave extension for a Medical Leave of Absence on a reduced hours leave basis for four (4) hours per day 05/03/2017 through 5/14/2017. Mindemann verified that Human Resources has supporting medical documentation.

Motion by Schmidt to approve the Medical Leave of Absence as presented and by doing so does not establish a practice or precedent. Second by Greshay. Motion carried.

Hinze provided the Committee with a memorandum from ETF General Counsel to Secretary Robert Conlin addressing a question regarding the ability of the State of Wisconsin's Group Insurance Board to establish a self-insured group health insurance program for local governmental employers. Hinze also reported on the meeting with Representative Born on April 17, 2017 noting that Rep. Born indicated that in his opinion there is currently no support in the legislature for movement to a state self-insured health plan. Hinze informed the Committee that even if the self-insured health plan does not pass, the Group Insurance Board could still choose to make other plan changes, including regionalization. Hinze stated she would continue to provide the Committee with updates.

Hinze provided the Committee with current practices regarding requests and department head recommendations for additional vacation for new hires. Hinze stated that there is some confusion about how future vacation accruals are determined when an employee has been granted additional vacation outside of the current structure. Hinze stated that she has drafted new language to clarify when an employee is granted additional vacation, a Department Head could recommend to the County Administrator the ability to grant that employee with credited years of service and be placed in the vacation schedule at that level and will then accrue vacation in the next increments according the vacation schedule. Hinze presented proposed changes to Policy 218 – Vacation regarding new hires and creditable years of service. Frohling recommended adding verbiage that the additional creditable years of service cannot exceed where they would have been if employed by Dodge County.

Motion by Schmidt to approve the proposed changes to Policy 218 – Vacation with the additional verbiage that “the additional creditable years of service cannot exceed where they would have been if employed by Dodge County”. Second by Frohling. Motion carried.

Hinze provided Committee members with a binder of information related to Paid Time Off (PTO). Hinze gave a PowerPoint presentation on the definition of PTO, statistical and demographic information, as well as examples of PTO programs used by other public and private sector entities. Wiersma expressed concerns regarding what will happen to current sick banks and asked the Committee to keep in mind the employees currently at the sick bank maximums have worked to save their sick leave and not abused sick leave. Marsik acknowledged Wiersma's concerns and stated that it is not the Committee's intent to take anything away from employees who have current sick leave banks. Hinze added that there have not been any discussions regarding specifics of a PTO nor discussions of implementation but rather just considerations on the idea of PTO. There was discussion among the Committee members regarding PTO options. Mielke stated that the challenge going forward is a philosophy change and shift of responsibility to the employee which,

if realized, will require tremendous employee education. Hinze requested the Committee look over the information provided for discussion at future meetings. Hinze indicated she will present a report regarding current time off banks based on years of service at the next meeting.

Hinze reported that in researching self-funded Worker's Compensation Fund Balance Policies, it was determined that not many counties have a comparable policy but those that did were under the jurisdiction of the Finance Committee. Hinze stated that she spoke with Julie Kolp, Finance Director, and Kolp concurred that it logically made more sense to move the fund balance policy under the jurisdiction of the Finance Committee. Marsik indicated that he talked with Frohling, who is the Chair of the Finance Committee and both agreed that it is a financial policy that should be determined by the Finance Committee. Hinze stated that this also goes beyond just self-funded Worker's Compensation but should also include our self-funded Dental Insurance. Hinze indicated she will outline in a document the responsibilities of the Human Resources Department and the Human Resources and Labor Negotiations Committee as it relates to Worker's Compensation and Dental Insurance utilization, selection of third party administrators, and administration and that the Finance Department and Finance Committee will determine fund balances and rate allocations. It was a consensus of the Human Resources and Negotiations Committee to approach the self-funded Worker's Compensation and Dental Insurance as a team with Human Resources responsible for administration and selection of third party administrators and Finance responsible for determining fund balances and rate allocations.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Fiscal and Support Supervisor	Human Services
One (1) County Conservationist	Land Conservation
One (1) Imaging Technician – Intern	LR&P
One (1) Administrative Assistant III – L.T.E./F.T.	UW Extension

Motion by Greshay to approve the Personnel Requisitions as presented. Second by Schmidt. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

STEP INCREASE – UNION – None. APPOINTED OFFICIAL - Sharon Schumann, Board of Adjustment, County Board, \$50.00/meeting, ST01, 03/21/2017. NEW HIRE – Phillip Prescott, Welder, Highway, \$21.31, DC06, ST02, 04/05/2017. LIMITED TERM/SEASONAL RE-HIRE - Kay M. Kiser, Park Attendant – Astico, LR&P, \$12.39, MSC13, ST04Y04, 04/10/2017; John A. Sevenz Jr., Park Caretaker – Harnischfeger, LR&P, \$11.63, MSC06, ST04Y04, 04/10/2017; Joseph K. Schaefer, Trail Caretaker, LR&P, \$10.88, MSC06, ST01, 04/11/2017; Susan M. Schaefer, Park Attendant – Ledge Park, LR&P, \$11.61, MSC13, ST01, 04/11/2017; William Suprna, Park Caretaker – Ledge, LR&P, \$11.13, MSC06, ST02Y02, 04/10/2017. LIMITED TERM/SEASONAL NEW HIRE - Nancy S. Sage, Park Attendant – Harnischfeger, LR&P, \$11.61, MSC13, ST01, 04/13/2017. RE-HIRE – None. RECLASSIFICATION - Kathleen A. Gordon, Social Worker II – CPS Ongoing, Human Services, \$22.66, DC07, ST01, 03/24/2017; Linda J. Voight, Nutrition Site Manager, Human Services, No change, MSC15, ST01, L.T.E. to P.T. <20 hours, 10/07/2013. STEP INCREASE – Bonnie E. Backhaus, Receptionist II, Clerk of Courts, \$15.31, DC03, ST02, 05/29/2017; Kelly S. Brandsma, Deputy Clerk of Courts, Clerk of Courts, \$20.67, DC04, ST09B, 06/02/2017; Patricia D. Kittleson, Legal Assistant Felonies, D.A., \$20.19, DC04, ST08B, 03/19/2017; James R. Jahn, Utility II / Truck Driver West, Highway, \$19.71, DC04, ST7B, 05/27/2017; Brian L. Otto, Equipment Operator East, Highway, \$23.87, DC05, ST11A, 05/15/2017; Joann E. Bodden, Economic Support Specialist II, Human Services, \$21.45,

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DC05, ST06, 06/09/2017; Sara J. Gaska, HS Supervisor – Clinical Services, Human Services, \$33.05, DC11, ST04, 03/24/2017; Christine C. Shanahan, Counselor III Children with Disabilities, Human Services, \$29.78, DC07, ST12B, 05/23/2017; Lina M. Rooney, RN Public Health, Human Services, \$32.34, DC08, ST12B, 05/17/2017; Daniel D. Schultz, Park Foreman, LR&P, \$23.95, DC07, ST03, 04/07/2017; Michael L. Bosak, Maintenance II, Physical Facilities, \$17.32, DC04, ST02, 05/12/2017; James W. Kirchner, Maintenance Mechanic, Physical Facilities, \$21.90, DC06, ST03, 05/26/2017; Suzanne L. Reissmann, Communications Sergeant, Sheriff, \$29.46, DC07, ST12A, 04/02/2017.

The Committee reviewed the Orientation Period Reports as presented.

**Committee Member Report:** None

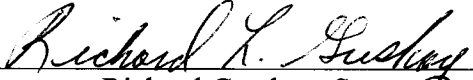
**HR Director's Report:**

- a) Disciplinary Actions: None to Report
- b) Grievances and Arbitrations: None to Report

Future Agenda Items: ETF Group Insurance Board Self Insurance, Blue Zones, and Paid Time Off including a report of current time off banks based on years of service.

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **May 1, 2017 at 10:30 a.m. and May 16, 2017 at 9:00 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 12:25 p.m.

  
Richard Greshay, Secretary

  
Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.